

September 16, 2021

Greetings Crafters and Artists,

The Lake Forest Park Farmers Market, a program of Third Place Commons, invites you to apply for our upcoming **Outdoor\*\*** **Holiday Crafts Fairs on November 21th and December 19th**. We are delighted to offer an opportunity for local creatives to share their unique creations with our community, and are looking forward to two wonderful events!

However, we must acknowledge and adjust to the current environment in the way that this year’s events will be handled, including many difficult, but necessary changes. The safety of every participant is our top priority.

Due to the COVID-19 pandemic, this year’s Holiday Crafts Fairs will be moved outside and significantly overhauled to maintain the health and safety of all participants and compliance with all local, county, and state requirements. Crafts vendors will be obliged to meet a list of requirements as dictated by state and county officials, as well as requirements established by Third Place Commons to ensure a safe event.

**These requirements are continually changing and may be new both to recent participants and longtime vendors. Please review the Market Requirements document carefully before applying.**

Please note that **we have altered our application process for this year’s events** in order to simplify and reduce risk for both applicants (no waiting in line at the post office to mail your packet!) and to our selection jury. **Please read the new application process carefully**.

**Application Process**

Please submit application materials in a single PDF packet **via email** to [programs@thirdplacecommons.org](mailto:programs@thirdplacecommons.org). (***Applications submitted via postal mail are discouraged and will not be considered,*** unless and until all email applications have been reviewed and vendor spaces remain available.)

For your convenience, **note that all application documents have been converted into fillable forms in Word that you can complete directly on your computer.** Most applicants with ActiveX enabled on their computers should be able to utilize this feature. If you have problems typing directly in, you can still print it and complete it by hand.

If completing the application on the computer, we will accept a typed signature in lieu of a handwritten signature. Submission of your application constitutes your acceptance that your typed name represents your signature.

If completing by hand, applications must be printed, signed, then scanned to PDF. (If you don’t have the ability to scan to PDF at home, you can do this at FedEx or other copy shops.)

Application packets must be complete to be considered, and must be **received** by **Sunday, October 10th.** Complete application packets will include:

Completed and signed application.

Completed and signed Market Requirements acknowledgment sheet.

3 photographs to represent current work, clearly labeled, and described on Work Description Form. Photocopy (scan) of your current Washington State Business License.

Please note that this is a juried event. Our goal is always to make sure we have a broad representation of media, so that everyone has a fair chance to participate and have a successful day. Our criteria remain the same: all products sold at the crafts fair are handmade by you in the State of Washington. We also require that you personally represent your work at the event.

We will notify you of your application status no later than October 15th. If you have any questions, please send a message to [programs@thirdplacecommons.org](mailto:programs@thirdplacecommons.org).

**If you are accepted to the market, you will be required to submit the following, which must be received no later than Friday, October 29th:**

* Check for $50 for one market or $100 for both dates, made out to Friends of Third Place Commons, sent via postal mail to Third Place Commons – Lake Forest Park Farmers Market, PO Box 82355, Kenmore, WA 98028.
* A current **Certificate of Liability Insurance, including product liability, naming Friends of “Third Place Commons – Lake Forest Park Farmers Market” as an Additional Insured.** May be submitted via postal mail or email to [programs@thirdplacecommons.org](mailto:programs@thirdplacecommons.org). (Additional information is available on the Vendor Insurance Information Sheet.)

Thank you so much for your interest! We look forward to working together for another great season of holiday crafts fairs!



P.O. Box 82355, Kenmore, WA 98028

LFP Farmers Market/ Outdoor Holiday Crafts Fair

SUNDAY, NOVEMBER 21 and DECEMBER 19, 2021

10:00AM – 2:00 PM

Outside in the normal market location at the intersection of Ballinger Way NE and Bothell Way NE

at Town Center at Lake Forest Park

PLEASE TYPE or PRINT

Name:

Business tax ID for sales tax (photocopy of license required):

Business Name:

Mailing Address (please include zip code):

Email:

Telephone Numbers:

Cell: ( ) Home/Work: ( )

I want to participate in the following outdoor market(s):  November 21  December 19

\*\*If for any reason these events are moved indoor (with proof of full vaccination required), I still wish to participate:

November YES  November NO  December YES  December NO

BRIEFLY describe your handcrafted items that you will personally represent at this event:

# Stall Registration fee: $50.00 for one market, or $100 for both, payable immediately upon acceptance.

# Please make your check out to Friends of Third Place Commons.

Set-up begins at 8:00 AM. You are responsible for bringing your own table(s), chair(s), and canopy, **no larger than 10’ square** and weighted at all corners with at least 25 pounds each.

I certify that all products I offer for sale at the Lake Forest Park Farmers Market/Indoor Holiday Crafts Fair (aka “LFP Farmers Market”) have been handmade by me in the State of Washington. No items made out of state will be allowed, and I understand that anyone offering such items for sale will be asked to leave the LFP Farmers Market. I will abide by the rules and regulations of the LFP Farmers Market. I understand that this is a juried event, and that my application packet must be **received via email by October 11th** for guaranteed consideration. I also understand that event set-up is at the discretion of the Market Manager and event organizers and that my space will be determined by them.

I agree to hold harmless the LFP Farmers Market, Friends of Third Place Commons, Merlone Geier Partners, or the City of Lake Forest Park from any and all claims and actions arising out of my participation in the Farmers Market, including loss, damage or injury to person or property. I agree that all photos and videos taken during the crafts fair may be used for communications and marketing purposes at the sole discretion of Third Place Commons.

Please return pdf packet with completed application, signed Market Requirements acknowledgement, copy of current business license, and images of work via email to [programs@thirdplacecommmons.org](mailto:programs@thirdplacecommmons.org).

Signature: Date:

**Work Description Form**

Please attach 3 photographs to represent current work. Multiple color images combined into a single file are fine, but please ensure images are large enough to be seen clearly. Label each with your name and title of the work. (For example: *Jay Doe, wooden toy chest*).

Name of applicant:

Photo #1

Title:

Medium (if mixed, please list all media):

Photo #2

Title:

Medium (if mixed, please list all media):

Photo #3

Title:

Medium (if mixed, please list all media):

*We thank you for submitting photos that represent the work you will be selling at the Lake Forest Park Farmers Market Holiday Crafts Fairs If your work varies greatly from these representations, we reserve the right to ask you to remove it from display.*

**Help us make the Crafts Day/Fair a success!**

I have digital images of my artwork that I would be willing to share for promotional purposes.

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**Market Requirements:**

Due to the COVID-19 pandemic, our farmers market and crafts fairs are subject to many new requirements that have not applied in prior years. In addition, new insurance requirements now necessitate that all vendors be insured and submit insurance certificates to the market organizers in advance of the market.

*Please read the following requirements carefully, initial each item to agree, and sign at the bottom to acknowledge receipt of and agreement to these requirements, guidelines, and limitations of liability.*

**I acknowledge that I have read and agree to abide by the following requirements as established by the public health authorities and Friends of Third Place Commons/Lake Forest Park Farmers Market:**

**I Agree (Initial)**

I will wear a face covering and require all people assisting me to wear a face covering at the market.

I will wash my hands and/or use hand sanitizer regularly throughout the day, including after bathroom use.

I will abide by social distancing guidelines to maintain at least 6’ between myself and shoppers/other vendors at the market and will do my best to enforce social distancing among all customers as well.

If I am accepted to the market and unable to participate for any reason, I will notify Amy Whittenburg ([director@thirdplacecommons.org](mailto:director@thirdplacecommons.org)) as soon as I know in order to free the space for another vendor.

I will notify the market contact person (Amy Whittenburg, [director@thirdplacecommons.org](mailto:director@thirdplacecommons.org)) and withdraw from the market by 5 PM on the Saturday before the market if I or anyone assisting me is diagnosed with COVID-19, comes in direct contact with someone known to have COVID-19, or becomes ill or shows any symptoms of Covid-19 (including, but not limited to fever, cough, sore throat, or other symptoms that cannot be readily attributed to a known cause like allergies).

I will require anyone scheduled to assist me at the market to report to me by 5 PM on the Saturday before the market if they meet any of the abovementioned criteria.

I understand that I will be asked to leave the market if I show any of the abovementioned symptoms on market day, and will send any assistants home should they show any such symptoms.

I will notify Amy Whittenburg ([director@thirdplacecommons.org](mailto:director@thirdplacecommons.org)) if I am or anyone assisting me at the market is diagnosed with COVID-19 within two weeks following the market day.

I will utilize no-touch payment transactions whenever possible.

I will abide by all current regulations (as of event date) regarding the safe handling and required sanitation of merchandise on display or handled by customers. I understand that the market manager will notify me of applicable requirements as they become available.

I understand and assume all risks associated with operating a vendor booth at the Lake Forest Park Farmers Market during the COVID-19 pandemic. Friends of Third Place Commons (aka the Lake Forest Park Farmers Market) will not be liable if anyone working in my booth contracts COVID-19, nor for any losses or costs associated with such illness.

**I Agree:**

**Cancelation:** Due to the unique challenges presented by pandemic-related limitations, I understand that Friends of Third Place Commons (aka The Lake Forest Park Farmers Market) may cancel the Holiday Crafts Fair(s) at any time up to the day of the event. Cancelation may occur for any reason including (but not limited to) a directive from public health officials or non-viability of the event for other logistical, weather related, or public health reasons. My sole remedy in case of cancelation will be the refund of my $50 registration fee per event for which I have paid. Friends of Third Place Commons will not be liable for any loss of potential revenue from the canceled event nor for any costs associated with preparing for the event. In the event of cancelation, I understand that Friends of Third Place Commons will notify me via email and I will monitor my email accordingly. **Initials**

**Print Name:** **Name of Business:**

**Signature:** **Date:**